



Town of Arlington, Massachusetts
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Meeting Minutes 06/14/2006

Town of Arlington
Affirmative Action Advisory Committee

730 Massachusetts Avenue, Arlington, MA 02476
(781) 316-3120

Barbara Boltz, Co-Chair
 Adrienne McClure, Co-Chair
 Augusta Haydock
 Jack Jones
 Elaine Maclachlan
 Tricia O'Donoghue
 Howard Winkler

Caryn Cove Malloy, Affirmative Action Officer

Affirmative Action Advisory Committee
 Meeting Minutes
 Wednesday, June 14, 2006
 7:30 p.m.

Present: Nancy Galkowski, Barbara Boltz (chair), Jack Jones, Adrienne McClure, Elaine Maclachlan, Augusta Haydock, Howard Winkler

Absent: Tricia O'Donoghue

Meeting Minutes

Meeting of March 8, 2006, Jack Jones moved approval as amended. SO VOTED

Current Job Openings

The Committee reviewed current job openings and briefly discussed the reorganization of the Department of Human Services into the Department of Health and Human Services and The Department of Recreation. The committee members inquired about summer jobs. N. Galkowski indicated that John Sanchez had offered to translate job advertisements into Spanish for El Mundo.

Current Bid Projects

The Committee reviewed a letter drafted by Purchasing Officer Domenic Lanzillotti to the contractors of Rehabilitation of Water Mains Highland Ave. & Spring Street. The letter reiterates that payrolls must show the level of female and minority participation and that a failure to comply with Town Bylaw may result in withholding of final payment.

The project manager for the Dallin School and the Park Circle Fire Station suggested that there be a form that contractors and sub-contractors fill in for minority and female participation. This will be pursued by C. Malloy and the project manager for the Park Circle Project.

School Diversity Task Group

Barbara Boltz reported that the group met with School Superintendent Nate Levenson last week. B. Boltz was impressed that the superintendent gave this a high priority in his hiring process. Both he and the Assistant Superintendent, Kevin Hutchinson (Hutch) went to the Affirmation Action Recruitment Consortium job fair in Cambridge to recruit minorities. Hutch also went to Leslie College to recruit teachers. Most applicants do not self-identify so Hutch went through over 1500 applications to look for clues as to minority status. He was able to identify 35 applicants that were clearly minority. Each one was contacted for an interview. Only half responded after 2 phone calls and of those only 2 were hired. Two were offered jobs but refused them. Nate will have the statistics on the hiring at their August meeting. They also sent e-mails of job opening to predominantly black colleges located in the southern United States.

Update of Affirmative Action Plan

The members will continue to review the plan at the next meeting.

Continuing Business

Barbara Boltz made a third request for the Annual Report to be distributed to members of the Committee. She thanked Nancy Galkowski for coming to the meeting. The annual barbeque is scheduled for August 23, 2006 to be hosted by Augusta Haydock.

Elaine MacLachlan moved to adjourn the meeting at 8:25 p.m.

SO VOTED

A true record. Attest:

Nancy T. Galkowski
Acting Affirmative Action Officer